

**GSA FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

Federal Supply Schedule 084 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire Rescue, Clothing, Marine Craft, and Emergency / Disaster Response

**Contract Number:**

**GS- 07F-0317N**

**Contract Period:**

**March 7, 2003 through March 6,2023**

**Business Size:**

**Large**

**CONTRACT ADMINISTRATION SOURCE**

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**INTERNET ADDRESS / WEBSITE**

<http://www.williamselectric.com/>

*Products and ordering information are also available on the GSA Advantage! System  
(<http://www.gsaadvantage.gov>).*

## CONTRACTOR OVERVIEW

Williams Electric Company, Inc. (WEC), a Parsons Company, is a control systems integrator, electrical contractor, and general contractor that specializes in the design, installation, and maintenance of large-scale projects for government and commercial customers. The control system projects include utility monitoring and control systems (UMCS), electronic security systems (ESS), closed circuit television (CCTV) systems, supervisory control and data acquisition systems (SCADA), advanced meter reading (AMR) systems, fire alarm systems (FAS), mass notification systems (MNS), audio systems (AS), lightning warning systems (LWS), and network communication systems. The electrical projects include electrical power distribution, substations, transformers, generators, uninterruptible power systems, and lightning protection/suppression systems. The general contractor projects include facility access control point infrastructure and energy conservation improvement projects.

## NAICS CODES

238210	Primary
236210	Industrial Building Construction
236220	Commercial and Institutional Building Construction
237130	Power and Communication Line and Related Structures Construction
237310	Highway, Street, and Bridge Construction
238210	Electrical Contractors and Other Wiring Installation Contractors
238220	Plumbing, Heating, and Air-Conditions Contractors
333314	Optical Instrument and Lens Manufacturing
334290	Other Communications Equipment Manufacturing
334512	Automatic Environmental Control Manufacturing for Residential, Commercial, and Appliance Use
541330	Engineering Services
541512	Computer Systems Design Services
541519	Other Computer Related Services
561210	Facilities Support Services
561621	Security Systems Services (except Locksmith)
811219	Other Electronic and Precision Equipment Repair and Maintenance

## CUSTOMER INFORMATION

## TABLE OF AWARDED SPECIAL ITEMS NUMBER (SINS)

SIN	Description
246 1000	Security, Alarm & Signal Systems
246 35 1	Physical Access Control Systems (PACS)
246 35 7	Physical Access Control Systems (PACS). FIPS 201 APL-subject to cooperative purchasing
246 40	Intrusion Alarms and Signal Systems
246 42 1	Facility Management Systems - Including accessories and repair parts, computerized systems for surveillance, monitoring, controlling, signaling and reporting multiple functions. Security Functions (i.e., access control, fire detection, intrusion, etc.),
246 51	Installation of Security/Facility Management Systems Requiring Construction.
246 52	Professional Security/Facility Management Services - including security consulting, training and facility management consulting
246 53	Facility Management and Energy Solutions
426 4S	Surveillance Systems, Wearable Body Cameras, Vehicular Video -
84 500	Order-Level Materials (OLMs) – Subject to Cooperative Purchasing

- a. Identification of lowest priced model number and lowest unit price for that model:

*Please see pricelist below*

- b. Labor Categories and Hourly Rates:

*Please see pricelist below*

## MAXIMUM ORDER GUIDELINE

246 40, 246 35 1, 246 35 7: \$100,000 per SIN / per order

246 42 1, 246 1000: \$150,000 per SIN / per order

426 4S, 246 51,52,53: \$200,000 per SIN / per order

It is suggested that the ordering agency request higher discounts from the contractor before issuing the order if total amount is at or above Maximum Order threshold. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed

against the Schedule contract even though it exceeds the Maximum order. Please see FAR 8.404 for more details.

**MINIMUM ORDER**

For any SIN: \$1000

**GEOGRAPHIC COVERAGE (DELIVERY AREA)**

50 United States including Washington DC, Puerto Rico, and all U.S. Territories

**PRODUCTION POINT**

All products are produced in the CONUS or a Trade Act Agreement compliant location

**DISCOUNT FROM LIST PRICES**

Please refer to NET pricing below

**QUANTITY DISCOUNTS**

Please contact GSA contract rep for information

**PROMPT PAYMENT TERMS**

Prompt payment terms are net 30 days. Prompt Payment Terms cannot be negotiated out of the contractual agreement in exchange for other concessions

**GOVERNMENT PAYMENT**

Government purchase cards are accepted up to the micro-purchase threshold on a task order basis.  
Government credit card accepted above micro-purchase threshold

**FOREIGN ITEMS**

Not Available

**TIME OF DELIVERY**

Determined at the Task Order Level

**F.O.B. POINT**

48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories

**ORDERING INFO**

Address: 695 Denton Blvd Fort Walton Beach, FL 32547

Procedures: For supplies and services ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA, please visit the GSA/FSS Schedule homepage at [fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)

**PAYMENT ADDRESS**

Parsons Government Services, Inc.  
Accounts Receivable  
PO Box 889954  
Chicago, IL 60695-1954

**WARRANTY**

Standard Commercial Warranty

**EXPORT PACKING CHARGES**

Additional for all orders

**TERMS AND CONDITIONS OF GOVERNMENT COMMERCIAL CREDIT CARD  
ACCEPTANCE**

Accepted upon transaction approval from issuing personnel

**TERMS AND CONDITIONS OF RENTAL**

Please contact WEC for more information

**TERMS AND CONDITIONS OF INSTALLATION**

Please Contact WEC for more information

**TERMS AND CONDITIONS OF REPAIR PARTS OR SERVICES**

Determined on a Task Order basis

**LIST OF SERVICES AND DISTRIBUTION POINTS**

N/A

**PARTICIPATING DEALERS**

Please see pricing below

**PREVENTIVE MAINTENANCE**

Refer to SIN(s)/ Price Table

**FACILITY CLEARANCE**

Williams Electric has a Top Secret Facility Clearance  
Section 508: N/A

**DUNS NUMBER**

03-2316515

**SPECIAL ITEM NUMBER DESCRIPTIONS****SIN: 246 1000****Security, Alarm & Signal Systems**

Includes, but is not limited to: services necessary to install the system (from design through start-up), maintain the system (including maintenance agreements, which may not exceed the term of this contract), or training. Under no circumstance shall this include construction (Construction is defined as building, altering, or repair of building structures, of other real property as defined by Federal Acquisition Regulation 36.102).

**SIN: 246 35 1****Physical Access Control Systems (PACS)**

Including but not limited to door and parking entry control by card access, biometrics (facial, iris, fingerprint, voice, etc.), digital, keyboard, keypad, etc. Also, includes vehicle arrest, security barrier, barricade, bollard systems and decorative barrier planters.

**SIN: 246 35 7****Physical Access Control Systems (PACS), FIPS 201 APL – Subject to Cooperative Purchasing**

Including but not limited to door and parking entry control by card access, biometrics (facial, iris, fingerprint, voice, etc.), digital, keyboard, keypad, etc. Also includes vehicle arrest, security barrier, barricade, bollard systems and decorative barrier planters. The GSA FIPS 201 Evaluation Program defines product categories for the FIPS 201 APL as required to implement the mandates in [OMB Memorandum M-05-24](#) and [OMB Memorandum M-06-18](#). Categories are defined by the Program to serve the needs of the federal enterprise in an inclusive manner to the various standards, requirements, interoperability and conformance as applied within the execution of HSPD-12.

This category includes all elements of use of PACS including:

- Perimeter Access Control
- Facility Access Control
- Parking Access Control

Technical evaluation criteria are:

All PACS Products shall be listed in a defined PACS category at [IDManagement.gov](#)

**SIN: 246 40****Intrusion Alarms and Signal Systems**

Including audible and visible warning devices (no personal alarms).

**SIN: 246 42 1****Facility Management Systems**

Including accessories and repair parts, computerized systems for surveillance, monitoring, controlling, signaling and reporting multiple functions. Security Functions (i.e., access control, fire detection, intrusion, etc.), and/or Energy and Facility Management Functions, Building Automation Control Systems (including lighting, HVAC controls and sensors), Building Comfort Systems (including heating, ventilation and air conditioners, chillers).

Note: This SIN does not cover products and systems that are compliant with the GSA FIPS 201 Evaluation Program or that implement the mandates in OMB Memorandums M-05-24 and M-06-18. Products and Systems that are compliant can be found under SIN 246 35 7.

**SIN: 246 51****Installation of Security/Facility Management Systems Requiring Construction**

Includes installations which require construction, as defined in FAR 36.102

Note: Ancillary services involving installation which do not meet the definition of construction as defined in FAR 36.102 shall be covered under SIN 246-50.

**SIN: 246 52****Professional Security/Facility Management Services**

Includes, but is not limited to: Security Consulting / Training and Facility Management Consulting. Professional services offered under this SIN shall be for the support of security systems (including access control, intrusion alarms, fire alarm systems, etc.) and facility management systems (including security and energy management) only. Excludes any personnel manning.

**SIN: 246 53****Facility Management and Energy Solutions**

Includes, but not limited to projects using appropriated funds as well as alternative financing methods through the use of Energy Savings Performance Contracts (ESPC's) in accordance with the National Energy Conservation Policy Act (NECPA) as amended by the Energy Policy Act of 2005 (EPACT). Projects include energy audits, project management, and energy upgrades of HVAC, Lighting, Controls, etc.

**SIN: 426 4S****Surveillance Systems, Wearable Body Cameras, Vehicular Video**

Includes, but is not limited to CCTV Systems, Body Worn Cameras, Mirrors and Binoculars, Observation Towers, Covert and Overt Surveillance Systems, Radar for Through-the-wall Surveillance. Services and products that are ancillary to items in this SIN, such as training, installation, physical and/or virtual video storage, etc. shall be added under SIN 426-1000 – Law Enforcement, Ancillary Supplies and/or Services, unless included as part of a total package price for the equipment.



**SIN: 84 500****Order-Level Materials (OLMs) – Subject to Cooperative Purchasing**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs, and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

**LABOR PRICELIST**

<b>Labor Category</b>	<b>MINIMUM EDUCATION/ CERTIFICATION LEVEL</b>	<b>GSA PRICE</b>
Administrative Assistant II	High School/GED	\$78.03
Administrative Assistant III	Associates or equivalent	\$92.47
Administrative Specialist I	High School/GED	\$52.97
Administrative Specialist II	High School/GED	\$71.95
Administrative Specialist III	Associates or equivalent	\$94.47
CADD Operator	Associates Degree	\$73.01
Contracts Manager	Associates Degree	\$71.68
Data Manager	Associates Degree	\$81.67
Database Administrator III	Bachelor's or equivalent	\$146.05
Electrical Engineer	BS/BA in related discipline or equivalent	\$120.72
Functional SME IV	Bachelors or equivalent	\$196.84
Functional SME V	Bachelors or equivalent	\$237.15
IT Engineer III	BS/BA in Computer Science, Information Science, Eng or related field	\$135.13
IT Specialist	Associates Degree	\$101.74
Mechanical Engineer	BS/BA in related discipline or equivalent	\$171.57
Pearl Program Manager	Bachelors Degree	\$158.06
Program Manager II	Bachelors or equivalent	\$156.67
Program Manager III	Bachelors or equivalent	\$175.94
Program Manager IV	Masters or equivalent	\$194.78
Program Manager V	Masters or equivalent	\$229.16
Program Support Specialist II	Bachelor's or equivalent	\$119.87
Project Estimator	Bachelors or equivalent	\$108.31
Project Manager II	Bachelors or equivalent	\$127.56
Project Manager III	Bachelors or equivalent	\$155.45
Project Superintendant	Associates Degree	\$116.16
Quality Control Officer	Associates Degree	\$97.23
Security Officer	Associates Degree	\$93.34
Security Specialist I	Associate's or Equivalent	\$78.10
Security Specialist II	Bachelor's or Equivalent	\$97.56
Security Specialist III	Bachelor's or Equivalent	\$121.79
Security Specialist IV	Bachelor's or Equivalent	\$148.00
Security Systems Installer	Associates Degree	\$105.26
System Engineer	BS/BA in related discipline or equivalent	\$134.82
Technical Expert III	BS/BA in Computer Science, Information Science, Eng or related field	\$141.72
Technical Writer I	Bachelors or equivalent	\$71.57

Technical Writer II	Bachelors or equivalent	\$86.32
Technical Writer III	Bachelors or equivalent	\$109.95
Technical Writer IV	Bachelors or equivalent	\$132.24

### LABOR RATE ESCALATION

\*These labor rates are valid March 9, 2020 through March 9, 2021. Each year, there will be a 3% escalation applied to these rates, which will be evaluated at time of catalog update\*

### LABOR DESCRIPTIONS

#### ADMINISTRATIVE ASSISTANT II

Administrative Assistant II	
<b>Education Requirement:</b>	High School/GED
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	5+ years of experience in an administrative capacity
<b>Training/Certification Requirements:</b>	Strong written and verbal communication, organizational, and interpersonal skills are required. Additionally, a demonstrated proficiency in keyboard skills and the utilization of MS Windows and related word processing, spreadsheet, and database software, is required. A familiarity with company policies and procedures is preferred, as well as a demonstrated ability to administer a variety of activities simultaneously, set priorities, and meet deadlines.
Position Description	
<ul style="list-style-type: none"> <li>Under minimal supervision, develops solutions for optimizing and integrating a variety of complex business processes and systems/tools. May serve as a lead for conducting surveys and analyses and developing recommendations for programs and policies. Establishes schedules and cost budgets and expedites various activities to ensure efforts are completed by designated due date.</li> <li>Completes a variety of specialized assignments and executive presentations to senior management. The specialist at this level is an individual with solid experience, technical expertise, and familiarity with company policies and procedures to complete complex tasks.</li> <li>May also serve as a facilitator in various business planning exercises.</li> <li>Establishes office guidelines and procedures; anticipates where problem areas may arise; evaluates alternative methods of accomplishing tasks and meeting goals; and initiates</li> </ul>	

<p>suitable action. This may include recommendation for temporary reassignment of personnel to meet increased workload in one area or for one project.</p> <ul style="list-style-type: none"> <li>• Keeps current on all Company policies and procedures, interpreting and administering same.</li> <li>• May represent the office by attendance at meetings with the client or others. Keeps manager informed of all pertinent action/pending action. Has some latitude for speaking for the manager at such meetings. May make informal presentations occasionally.</li> <li>• Initiates reports, as appropriate, for any or all functions. Gathers, organizes, and analyzes materials; produces and distributes data in graphic, spreadsheet, or narrative format. May develop computerized logs. Develops guidelines for standard reports from each function.</li> <li>• May administer the group's operating budget and/or the merit budget. Gives input for initial figures; investigates, resolves, and reports to the manager on all variances. May make recommendations for out-of-policy salary actions.</li> <li>• Serves as liaison between group to which assigned and others within the same division, as appropriate. Ensures clear communication regarding all administrative issues.</li> <li>• May provide guidance to lower-level administrative support personnel, assigning work, reviewing completed assignments, and offering training and guidance. May provide input for, or complete, performance evaluations.</li> <li>• Performs other responsibilities associated with this position as may be appropriate</li> </ul>
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### ADMINISTRATIVE ASSISTANT III

Administrative Assistant III	
<b>Education Requirement:</b>	Associate's Degree or equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	8+ years of experience in an administrative capacity including at least 3 years of lead/supervisory experience.
<b>Training/Certification Requirements:</b>	Strong written and verbal communication, organizational, and interpersonal skills are required. Additionally, a demonstrated proficiency in keyboard skills and the utilization of MS Windows and related word processing, spreadsheet, and database software, is required. A familiarity with company policies and procedures is preferred, as well as a demonstrated ability to administer a variety of activities simultaneously, set priorities, and meet deadlines.
Position Description	
<ul style="list-style-type: none"> <li>• Under minimal supervision, develops solutions for optimizing and integrating a variety of complex business processes and systems/tools. May serve as a lead for conducting surveys and analyses and developing recommendations for programs and policies. Establishes schedules and cost budgets and expedites various activities to ensure efforts are completed by designated due date.</li> <li>• Completes a variety of specialized assignments and executive presentations to senior management. The specialist at this level is an individual with solid experience, technical</li> </ul>	

expertise, and familiarity with company policies and procedures to complete complex tasks.

- May also serve as a facilitator in various business planning exercises.
- Establishes office guidelines and procedures; anticipates where problem areas may arise; evaluates alternative methods of accomplishing tasks and meeting goals; and initiates suitable action. This may include recommendation for temporary reassignment of personnel to meet increased workload in one area or for one project.
- Keeps current on all Company policies and procedures, interpreting and administering same.
- May represent the office by attendance at meetings with the client or others. Keeps manager informed of all pertinent action/pending action. Has some latitude for speaking for the manager at such meetings. May make informal presentations occasionally.
- Initiates reports, as appropriate, for any or all functions. Gathers, organizes, and analyzes materials; produces and distributes data in graphic, spreadsheet, or narrative format. May develop computerized logs. Develops guidelines for standard reports from each function.
- May administer the group's operating budget and/or the merit budget. Gives input for initial figures; investigates, resolves, and reports to the manager on all variances. May make recommendations for out-of-policy salary actions.
- Serves as liaison between group to which assigned and others within the same division, as appropriate. Ensures clear communication regarding all administrative issues.
- May provide guidance to lower-level administrative support personnel, assigning work, reviewing completed assignments, and offering training and guidance. May provide input for, or complete, performance evaluations.
- Performs other responsibilities associated with this position as may be appropriate

### ADMINISTRATIVE SPECIALIST I

ADMINISTRATIVE SPECIALIST I	
<b>Education Requirement:</b>	High School/GED
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	2+ years' of relevant work experience
<b>Training/Certification Requirements:</b>	A thorough understanding of company's policies and procedures. Also requires strong problem solving and analytical skills, as well as excellent written and oral communication skills. In addition, must have the potential to perform in a lead capacity when required.
Position Description	
<ul style="list-style-type: none"> <li>• Analyzes business problems and provides specialized assistance and documentation for the resolution of difficult process and policy problems.</li> <li>• Manages day to day business operation functions, including asset management, monthly reporting and overhead cost controls.</li> <li>• Identifies priorities and develops action plans. Reviews and confirms that the resource plan is adequate to ensure all production milestones will be met on special project assignments. Establishes backup delivery plan as required.</li> </ul>	

- Oversees the preparation of audio/visual materials for a variety of executive level presentations and meetings.
- Prepares reports on budgets and expenditures.
- Prepares Workforce Optimization planning.
- Evaluates alternative systems solutions and recommends an appropriate and cost-effective outcome. Provides cost estimates related to proposed solutions.
- Develops procedures and revises existing manuals as required.
- Maintains clear and concise work standards and goals, and provides training, development, planning and management. May conduct in –person or Web-based training for staff and managers. Explains decisions, procedures and requirements in such a way as to gain a favorable response.
- Regularly interacts with other employees, representatives from a variety of functional groups, executive management and vendors.
- Provides direct support to Department Managers for technical, operational and logistical needs.
- Assists in the successful accomplishment of department goals

**ADMINISTRATIVE SPECIALIST II**

<b>ADMINISTRATIVE SPECIALIST II</b>	
<b>Education Requirement:</b>	High School/GED
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	5+ years' of relevant work experience
<b>Training/Certification Requirements:</b>	A thorough understanding of company's policies and procedures. Also requires strong problem solving and analytical skills, as well as excellent written and oral communication skills. In addition, must have the potential to perform in a lead capacity when required.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Analyzes business problems and provides specialized assistance and documentation for the resolution of difficult process and policy problems.</li> <li>• Manages day to day business operation functions, including asset management, monthly reporting and overhead cost controls.</li> <li>• Identifies priorities and develops action plans. Reviews and confirms that the resource plan is adequate to ensure all production milestones will be met on special project assignments. Establishes backup delivery plan as required.</li> <li>• Oversees the preparation of audio/visual materials for a variety of executive level presentations and meetings.</li> <li>• Prepares reports on budgets and expenditures.</li> <li>• Prepares Workforce Optimization planning.</li> <li>• Evaluates alternative systems solutions and recommends an appropriate and cost-effective outcome. Provides cost estimates related to proposed solutions.</li> <li>• Develops procedures and revises existing manuals as required.</li> </ul>	



- Maintains clear and concise work standards and goals, and provides training, development, planning and management. May conduct in –person or Web-based training for staff and managers. Explains decisions, procedures and requirements in such a way as to gain a favorable response.
- Regularly interacts with other employees, representatives from a variety of functional groups, executive management and vendors.
- Provides direct support to Department Mangers for technical, operational and logistical needs.
- Assists in the successful accomplishment of department goals

**ADMINISTRATIVE SPECIALIST III**

<b>ADMINISTRATIVE SPECIALIST III</b>	
<b>Education Requirement:</b>	Associate's Degree or equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	8+ years' of relevant work experience
<b>Training/Certification Requirements:</b>	A thorough understanding of company's policies and procedures. Also requires strong problem solving and analytical skills, as well as excellent written and oral communication skills. In addition, must have the potential to perform in a lead capacity when required.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Analyzes business problems and provides specialized assistance and documentation for the resolution of difficult process and policy problems.</li> <li>• Manages day to day business operation functions, including asset management, monthly reporting and overhead cost controls.</li> <li>• Serves as a project manager for Project Controls internal projects, from inception through implementation. This includes identifying priorities and developing action plans. Reviews and confirms that the resource plan is adequate to ensure all production milestones will be met on special project assignments. Establishes backup delivery plan as required.</li> <li>• Oversees the preparation of audio/visual materials for a variety of executive level presentations and meetings.</li> <li>• Prepares reports on budgets and expenditures.</li> <li>• Prepares Workforce Optimization planning.</li> <li>• Evaluates alternative systems solutions and recommends an appropriate and cost-effective outcome. Provides cost estimates related to proposed solutions.</li> <li>• Develops procedures and revises existing manuals as required.</li> <li>• Maintains clear and concise work standards and goals, and provides training, development, planning and management. May conduct in –person or Web-based training for staff and managers. Explains decisions, procedures and requirements in such a way as to gain a favorable response.</li> <li>• Regularly interacts with other employees, representatives from a variety of functional groups, executive management and vendors.</li> </ul>	

- Provides direct support to Department Managers for technical, operational and logistical needs.
- Assists in the successful accomplishment of department goals.

**CADD OPERATOR**

<b>CADD Operator</b>	
<b>Education Requirement:</b>	Associate's degree
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	1+ year of design experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Assists in developing layouts of systems, units and or components that meet the concepts and requirements of the customer.</li> <li>• Prepares various engineering drawings using computer-based drawing packages</li> <li>• Work requires use of most of the conventional drafting techniques</li> <li>• Generates complete and accurate record drawings of as-builts, device details, one-lines and 3-D diagrams for public and private agencies and organizations.</li> <li>• Requires translation of red-lines, survey data, and in field mark-ups as well as the performance of calculations and meeting the expectations of design and construction standards.</li> <li>• Software requirements include, but are not limited to: AutoCAD, AutoDesk, Microsoft Word, Microsoft Excel, and Visio.</li> </ul>	

**CONTRACTS MANAGER**

<b>Contracts Manager</b>	
<b>Education Requirement:</b>	Associate's degree
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	2+ year of contract management experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>▪ Monitor and administer the business provisions of Prime Contracts to ensure compliance with contractual terms and conditions, as well as, company policies and guidelines.</li> <li>▪ Develop innovative contracting solutions which result in achieving program and business areas obstacles.</li> <li>▪ Skillfully negotiate contractual documents including Prime Contracts, Non-Disclosure Agreements, Teaming Agreements, Change Requests, and Subcontracts to which Parsons is the Subcontractor.</li> </ul>	



- Possess a working knowledge of the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS).
- Identify and evaluate potential risks and conflicts.
- Execute any Prime contractually related activities.
- Support proposal efforts.

**DATA MANAGER**

<b>Data Manager</b>	
<b>Education Requirement:</b>	Associate's degree
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	1+ year of data management experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>▪ Assists in scheduling and coordinating the transfer of information via electronic files in compliance with customer requirements</li> <li>▪ Collects data regarding specific tasks, consolidates and creates summary databases/reports</li> <li>▪ Ensures all database information is updated on a regular basis</li> <li>▪ Provides first-level support to all personnel in the use of the computerized information management system</li> <li>▪ handles complex system errors or malfunctions, and provides expertise in non-routine situations</li> <li>▪ Answers data inquiries, provides immediate assistance if possible, researches solution or refers call to IT technical support department</li> <li>▪ Assists in reviewing and evaluating other computer database software applications pertaining to specific job related tasks</li> <li>▪ Audits company data for compliance with set standards</li> <li>▪ Performs other duties and responsibilities as assigned by supervisor</li> </ul>	

**DATABASE ADMINISTRATOR III**

<b>Database Administrator III</b>	
<b>Education Requirement:</b>	BS/BA in related discipline, or advanced degree or equivalent combination of degrees
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	8 years of experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration; and system development.</li> <li>• Performs database administration, backups and recoveries, and works with users to resolve database operations.</li> </ul>	

- Maintains and updates databases and data dictionaries. May provide guidance and direction to less experienced database administrators.
- Ensures all database platforms are compliant with appropriate regulations and conveys any new requirements to users

**ELECTRICAL ENGINEER**

<b>Electrical Engineer</b>	
<b>Education Requirement:</b>	BS/BA in related discipline, or advanced degree or equivalent combination of degrees
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	1+ years of experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Performs on-site technical and operational support</li> <li>• Installation and maintenance of equipment and systems</li> <li>• Serves as the security design and analyst on projects</li> <li>• Develops system architectures and designs</li> <li>• Conducts analysis to define, analyze and allocate requirements</li> <li>• Oversees test programs</li> <li>• Ensures intended functionality, operation and performance requirements are achieved.</li> <li>• Confers with customer to discuss existing or potential engineering solutions</li> <li>• Supervise and train project team members as necessary</li> <li>• Compile data regarding existing and potential engineering studies and projects</li> </ul>	

**FUNCTIONAL SME IV**

<b>FUNCTIONAL SME IV</b>	
<b>Education Requirement:</b>	Bachelor's Degree or equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	10+ years' of relevant work experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Conducts technical research and provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for complex program and business issues.</li> <li>• Works with stakeholders to provide expert analysis and implementation of operational options</li> <li>• Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.</li> <li>• Performs other responsibilities associated with this position as may be appropriate.</li> </ul>	

**FUNCTIONAL SME V**

<b>FUNCTIONAL SME V</b>	
<b>Education Requirement:</b>	Bachelor's Degree or equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	15+ years' of relevant work experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Conducts technical research and provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for complex program and business issues.</li> <li>• Works with stakeholders to provide expert analysis and implementation of operational options</li> <li>• Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.</li> <li>• Performs other responsibilities associated with this position as may be appropriate.</li> </ul>	

**IT ENGINEER III**

<b>IT Engineer III</b>	
<b>Education Requirement:</b>	Bachelor's Degree in Computer Science, Information Science, Engineering or a related field.
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience/ Manufacturer or Network Certifications and has WEC managerial approval.
<b>Experience Requirement:</b>	6+ year of IT engineering duties.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Designs, develops, and implements leading-edge analytical and technical methodologies, tools, and policies/standards to ensure a cyber-secure environment for customer organizations. Such security measures include intrusion detection and prevention, software and system security protection through application of secure design protocols and reverse engineering, and data assurance.</li> <li>• Applies advanced principles, theories, and concepts</li> <li>• Provides technical and/or operational support to projects and programs.</li> <li>• Manages program and project implementation and makes significant contributions to department goals and planning efforts.</li> </ul>	

**IT SPECIALIST**

<b>IT Specialist</b>	
<b>Education Requirement:</b>	Associate's Degree

<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience/ Manufacturer or Network Certifications and has WEC managerial approval.
<b>Experience Requirement:</b>	1+ year of IT support under a qualified employee.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>▪ Develops and writes task specific computer software</li> <li>▪ Work with personnel (senior programmers, support staff, product manager) to plan program code enhancements and changes</li> <li>▪ Create, test and maintain job specific program codes</li> <li>▪ Create labels and reports</li> <li>▪ Provides assistance to technical support staff when they are unable to resolve a program, database, or IT issue by themselves.</li> <li>▪ Serves as contact to customers as needed to clarify the intent of a new feature or resolve a problem.</li> <li>▪ Provide general programming assistance to other programmers/projects as may be needed.</li> </ul>	

**MECHANICAL ENGINEER**

<b>Mechanical Engineer</b>	
<b>Education Requirement:</b>	BS/BA in related discipline, or advanced degree or equivalent combination of degrees
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	2+ years of experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Performs a variety of engineering tasks related to product development such as the design, layout, testing, and evaluation of mechanical and electro-mechanical devices or systems.</li> <li>• Interprets and implements customer specifications and documents requirements and provides support for modification of existing product lines</li> <li>• Exhibits technical and operational proficiency in the primary duties of the job</li> <li>• Plays a key role in implementing projects and programs in the function.</li> <li>• Acts as a resource to managers and employees in the organization.</li> </ul>	

**PEARL PROGRAM MANAGER**

<b>PEARL PROGRAM MANAGER</b>	
<b>Education Requirement:</b>	Bachelor's Degree in Computer Science, Information Science, Engineering or a related field.
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	10+ years of management experience

<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>Organizes, directs, and manages the Pearl program involving multiple, complex and inter-related project tasks.</li> <li>Responsible for the overall management of the specific program and insuring that the technical solutions, milestones and schedules in the program are implemented in a timely manner.</li> <li>Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Provides the leadership and direction to the contractor team in working with the ordering activity management personnel and customer agency representatives.</li> <li>Maintains and manages the client interface at the senior levels of the client organization. Coordinates, organizes, and administers set forth in delivery orders.</li> <li>Ensures that all deliverables are submitted in a timely fashion.</li> </ul>	

**PROGRAM MANAGER II**

<b>Program Manager II</b>	
<b>Education Requirement:</b>	Bachelor's Degree in a technical discipline
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	5+ years' of management experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>Acts as the Company representative with the client and selected subcontractors during the program execution. Negotiates changes to the scope of work with the client and key subcontractors. Markets and secures additional work with client. Responsible for following up on instructions and commitments associated with the project.</li> <li>May participate in negotiations with regulatory agencies and in public meetings in support of clients.</li> <li>Oversees establishment of Project Management Plan, Project Execution Plan, Health and Safety Plan, Quality Assurance/Quality Control Plan, Sustainability Plan and other documents as required. Ensures application and implementation of WEC Core Values and Best Practices during execution of projects.</li> <li>Prepares and leads Project Reviews in accordance with Corporate policy.</li> <li>Establishes the program requirements for all areas of the project, and monitors the draft and final deliverables for adherence to these criteria. Responsible for the development and distribution of a one to two-page description of the project to all members of the project team for reference.</li> <li>Plans, directs, supervises, and controls the execution of all business, technical, fiscal, and administrative functions of the assigned project. Assigns responsibility for executing project plans to key subordinates after careful assessment of how to utilize their</li> </ul>	

qualifications and strengths. Provides input to performance reviews and development plans for subordinates. Field responsibilities may include labor relations, local procurement and payroll operations, etc., if required.

- Mobilizes company resources, through liaison with support departments, other offices, or subsidiaries, to create project teams capable of completing effective, quality work. Discusses the qualifications required of the key project positions in specific detail with the profit center and department managers. Collaborates with the office facilities staff to address project space requirements.
- Works with other managers, project engineers, and discipline leads to develop budgets, schedules, and plans for the various elements of a project. Ensures that the project meets or exceeds goals established in these plans.
- Works with key project professionals to devise and execute actions plans to rectify potential cost overruns or delays, or to accommodate significant changes to the scope of work. Advises the client and company management of any such changes. The Project Manager is specifically responsible for maintaining current and timely change orders.
- Promotes technical and commercial excellence on the project through application of Quality Assurance processes. Monitors and reports to management on the progress of all project activity within the program, including significant milestones, and any conditions, which would affect project cost or schedule. Establishes weekly meeting to review project status and formulate action items.
- Performs other responsibilities associated with this position as may be appropriate.

### PROGRAM MANAGER LEVEL III

PROGRAM MANAGER LEVEL III	
<b>Education Requirement:</b>	Bachelor's Degree in a technical discipline
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	8+ years of management experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> <li>• Acts as the Company representative with the client and selected subcontractors during the program execution. Negotiates changes to the scope of work with the client and key subcontractors. Markets and secures additional work with client. Responsible for following up on instructions and commitments associated with the project.</li> <li>• May participate in negotiations with regulatory agencies and in public meetings in support of clients.</li> <li>• Oversees establishment of Project Management Plan, Project Execution Plan, Health and Safety Plan, Quality Assurance/Quality Control Plan, Sustainability Plan and other documents as required. Ensures application and implementation of WEC Core Values and Best Practices during execution of projects.</li> <li>• Prepares and leads Project Reviews in accordance with Corporate policy.</li> </ul>	



- Establishes the program requirements for all areas of the project, and monitors the draft and final deliverables for adherence to these criteria. Responsible for the development and distribution of a one to two-page description of the project to all members of the project team for reference.
- Plans, directs, supervises, and controls the execution of all business, technical, fiscal, and administrative functions of the assigned project. Assigns responsibility for executing project plans to key subordinates after careful assessment of how to utilize their qualifications and strengths. Provides input to performance reviews and development plans for subordinates. Field responsibilities may include labor relations, local procurement and payroll operations, etc., if required.
- Mobilizes company resources, through liaison with support departments, other offices, or subsidiaries, to create project teams capable of completing effective, quality work. Discusses the qualifications required of the key project positions in specific detail with the profit center and department managers. Collaborates with the office facilities staff to address project space requirements.
- Works with other managers, project engineers, and discipline leads to develop budgets, schedules, and plans for the various elements of a project. Ensures that the project meets or exceeds goals established in these plans.
- Works with key project professionals to devise and execute actions plans to rectify potential cost overruns or delays, or to accommodate significant changes to the scope of work. Advises the client and company management of any such changes. The Project Manager is specifically responsible for maintaining current and timely change orders.
- Promotes technical and commercial excellence on the project through application of Quality Assurance processes. Monitors and reports to management on the progress of all project activity within the program, including significant milestones, and any conditions, which would affect project cost or schedule. Establishes weekly meeting to review project status and formulate action items.
- Performs other responsibilities associated with this position as may be appropriate.

#### PROGRAM MANAGER LEVEL IV

PROGRAM MANAGER LEVEL IV	
<b>Education Requirement:</b>	Master's Degree in a technical discipline
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	10+ years of management experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> <li>• Acts as the Company representative with the client and selected subcontractors during the program execution. Negotiates changes to the scope of work with the client and key subcontractors. Markets and secures additional work with client. Responsible for following up on instructions and commitments associated with the project.</li> <li>• May participate in negotiations with regulatory agencies and in public meetings in support of clients.</li> </ul>	

- Oversees establishment of Project Management Plan, Project Execution Plan, Health and Safety Plan, Quality Assurance/Quality Control Plan, Sustainability Plan and other documents as required. Ensures application and implementation of WEC Core Values and Best Practices during execution of projects.
- Prepares and leads Project Reviews in accordance with Corporate policy.
- Establishes the program requirements for all areas of the project, and monitors the draft and final deliverables for adherence to these criteria. Responsible for the development and distribution of a one to two-page description of the project to all members of the project team for reference.
- Plans, directs, supervises, and controls the execution of all business, technical, fiscal, and administrative functions of the assigned project. Assigns responsibility for executing project plans to key subordinates after careful assessment of how to utilize their qualifications and strengths. Provides input to performance reviews and development plans for subordinates. Field responsibilities may include labor relations, local procurement and payroll operations, etc., if required.
- Mobilizes company resources, through liaison with support departments, other offices, or subsidiaries, to create project teams capable of completing effective, quality work. Discusses the qualifications required of the key project positions in specific detail with the profit center and department managers. Collaborates with the office facilities staff to address project space requirements.
- Works with other managers, project engineers, and discipline leads to develop budgets, schedules, and plans for the various elements of a project. Ensures that the project meets or exceeds goals established in these plans.
- Works with key project professionals to devise and execute actions plans to rectify potential cost overruns or delays, or to accommodate significant changes to the scope of work. Advises the client and company management of any such changes. The Project Manager is specifically responsible for maintaining current and timely change orders.
- Promotes technical and commercial excellence on the project through application of Quality Assurance processes. Monitors and reports to management on the progress of all project activity within the program, including significant milestones, and any conditions, which would affect project cost or schedule. Establishes weekly meeting to review project status and formulate action items.
- Performs other responsibilities associated with this position as may be appropriate.

#### **PROGRAM MANAGER LEVEL V**

<b>PROGRAM MANAGER LEVEL V</b>	
<b>Education Requirement:</b>	Master's Degree in a technical discipline
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	15+ years of management experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	



- Acts as the Company representative with the client and selected subcontractors during the program execution. Negotiates changes to the scope of work with the client and key subcontractors. Markets and secures additional work with client. Responsible for following up on instructions and commitments associated with the project.
- May participate in negotiations with regulatory agencies and in public meetings in support of clients.
- Oversees establishment of Project Management Plan, Project Execution Plan, Health and Safety Plan, Quality Assurance/Quality Control Plan, Sustainability Plan and other documents as required. Ensures application and implementation of WEC Core Values and Best Practices during execution of projects.
- Prepares and leads Project Reviews in accordance with Corporate policy.
- Establishes the program requirements for all areas of the project, and monitors the draft and final deliverables for adherence to these criteria. Responsible for the development and distribution of a one to two-page description of the project to all members of the project team for reference.
- Plans, directs, supervises, and controls the execution of all business, technical, fiscal, and administrative functions of the assigned project. Assigns responsibility for executing project plans to key subordinates after careful assessment of how to utilize their qualifications and strengths. Provides input to performance reviews and development plans for subordinates. Field responsibilities may include labor relations, local procurement and payroll operations, etc., if required.
- Mobilizes company resources, through liaison with support departments, other offices, or subsidiaries, to create project teams capable of completing effective, quality work. Discusses the qualifications required of the key project positions in specific detail with the profit center and department managers. Collaborates with the office facilities staff to address project space requirements.
- Works with other managers, project engineers, and discipline leads to develop budgets, schedules, and plans for the various elements of a project. Ensures that the project meets or exceeds goals established in these plans.
- Works with key project professionals to devise and execute actions plans to rectify potential cost overruns or delays, or to accommodate significant changes to the scope of work. Advises the client and company management of any such changes. The Project Manager is specifically responsible for maintaining current and timely change orders.
- Promotes technical and commercial excellence on the project through application of Quality Assurance processes. Monitors and reports to management on the progress of all project activity within the program, including significant milestones, and any conditions, which would affect project cost or schedule. Establishes weekly meeting to review project status and formulate action items.
- Performs other responsibilities associated with this position as may be appropriate.

## **PROGRAM SUPPORT SPECIALIST II**

### **Program Support Specialist II**

<b>Education Requirement:</b>	Bachelor's degree or equivalent
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<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	5+ years' experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>Responsible for formulating and enforcing work standards, reviewing contractor schedules, work discrepancies, communicating policies, purposes, and goals of the organization.</li> <li>Responsible for the contract performance and will report data to the program manager as required.</li> <li>Specialized experience includes: program development from inception to employment; management and control of funds and resources reporting mechanisms; and demonstrated capability in managing multi-task contracts and/or subcontracts of various types.</li> <li>General experience includes increasing responsibilities in information systems design and/or management.</li> </ul>	

**PROJECT ESTIMATOR**

<b>Project Estimator</b>	
<b>Education Requirement:</b>	Bachelor's degree or equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	5+ years' experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>Develops pricing for new and existing proposals</li> <li>Reviews pricing for accuracy and compliance</li> <li>Assist in change control management</li> <li>Ensures compliance for corporate and federal pricing standards</li> <li>Attends continuing education to ensure they are knowledgeable on the most current standards and requirements</li> <li>Develops and maintains working relationships with project managers</li> </ul>	

**PROJECT MANAGER II**

<b>Project Manager II</b>	
<b>Education Requirement:</b>	Bachelor's Degree
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	5+ years of management experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>Assigned to a specific project by Program Manager</li> </ul>	

- Manages and acts as single point of contact for assigned projects
- Prepares technical proposals, price proposals, and project schedules
- Negotiates and executes project modifications and change orders
- Directs field staff on assigned projects and send evaluations of staff to headquarters
- Coordinates and communicates with customer for project status and schedule updates
- Approves project plans, procedures, and submittals
- Ensures project execution according to statement of work, specifications, drawings, plans, and regulations
- Monitors and controls contract cost, schedule, and technical quality
- Approves expenditures, purchase orders, subcontract agreements, and invoices
- Oversees subcontractor performance and submits evaluations to headquarters
- Implements corporate safety, health, and quality policies for assigned projects
- Has the ability to stop work on a project if there is concern for any employee's safety, health, or quality of work being performed.
- Has the ability to restart stopped work on a project once appropriate corrective actions have been put into place.
- Evaluates small business opportunities and goals on assigned projects
- Schedules staff technical training
- Controls record keeping for an assigned project

### PROJECT MANAGER III

Project Manager III	
<b>Education Requirement:</b>	Bachelor's Degree
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	8+ years of management experience
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> <li>▪ Assigned to a specific project by Program Manager</li> <li>▪ Manages and acts as single point of contact for assigned projects</li> <li>▪ Prepares technical proposals, price proposals, and project schedules</li> <li>▪ Negotiates and executes project modifications and change orders</li> <li>▪ Directs field staff on assigned projects and send evaluations of staff to headquarters</li> <li>▪ Coordinates and communicates with customer for project status and schedule updates</li> <li>▪ Approves project plans, procedures, and submittals</li> <li>▪ Ensures project execution according to statement of work, specifications, drawings, plans, and regulations</li> <li>▪ Monitors and controls contract cost, schedule, and technical quality</li> <li>▪ Approves expenditures, purchase orders, subcontract agreements, and invoices</li> <li>▪ Oversees subcontractor performance and submits evaluations to headquarters</li> <li>▪ Implements corporate safety, health, and quality policies for assigned projects</li> <li>▪ Has the ability to stop work on a project if there is concern for any employee's safety, health, or quality of work being performed.</li> </ul>	

- Has the ability to restart stopped work on a project once appropriate corrective actions have been put into place.
- Evaluates small business opportunities and goals on assigned projects
- Schedules staff technical training
- Controls record keeping for an assigned project

## PROJECT SUPERINTENDENT

Project Superintendent	
<b>Education Requirement:</b>	Associate's degree
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	4+ years of electrical installation experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> <li>▪ Assigned to project by Program Manager and or Project Manager</li> <li>▪ Manages and represents company as on-site / location single point of contact for assigned project</li> <li>▪ Assists with preparing of project modifications and change orders</li> <li>▪ Coordinates and communicates with customers for an on-site daily operations report</li> <li>▪ Interfaces with customer, subcontractors, suppliers and other contractors on site</li> <li>▪ Directs and evaluates performance of on-site personnel and subcontractors for daily tasks</li> <li>▪ Searches and hires local employees and or subcontractors with approval of Project Manager</li> <li>▪ Responsible for all on-site resources, personnel, equipment, tools, and supplies</li> <li>▪ Responsible for installation procedures, inventory, and schedule updates</li> <li>▪ Responsible for on-site security, safety, quality workmanship, and job site housekeeping</li> <li>▪ Authorized to procure locally incidental supplies and equipment</li> <li>▪ Identifies and corrects workmanship, hardware, software, and communications problems with assistance from Project Engineer and Project Manager</li> <li>▪ Prepares daily, weekly, and monthly progress and quality control reports</li> <li>▪ Establishes on-site work policies and procedures</li> <li>▪ Ensures project execution according to statement of work, specifications, drawings, plans, regulations, and project schedule</li> <li>▪ Monitors and updates project schedule</li> <li>▪ Oversees on-site safety, health, and quality issues for assigned projects</li> <li>▪ Stops project work for safety, health, or quality issues and directs corrective action</li> </ul>	

## QUALITY CONTROL OFFICER

Quality Control Officer	
<b>Education Requirement:</b>	Associates Degree
<b>Substitution:</b>	2+ years related construction experience or a High School/Trade School diploma and equivalent work experience

<b>Experience Requirement:</b>	1+ years' experience performing the duties of a Quality Control Officer
<b>Training/Certification Requirements:</b>	ASQ, CMQ or CMQ/OE preferred. Evidence of previous certification required. Additional years of education beyond the minimum requirement are considered equivalent to years of related work experience.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Works with Quality Control Specialist in providing leadership for Quality Control support activities for assigned program(s) or project(s) to ensure that products or services provided meet customer and WEC requirements.</li> <li>• Works with Quality Control Specialist in providing leadership for development and implementation of Quality Control Programs, procedures, resource allocation, and training.</li> <li>• Implements inspection, examination, and testing procedures and records inspection, examination, and testing data.</li> <li>• Plans inspections, evaluations, and tests; setting up tests, including preparation and set-up of related equipment.</li> <li>• Evaluates the validity and acceptability of inspection, examination and testing results and reports inspection, examination and testing results.</li> <li>• Evaluates the adequacy of specific programs used to train and test inspection, examination, and testing personnel</li> <li>• Performs and documents inspections of subcontractor work.</li> <li>• Oversees subcontractor inspections and review of subcontractor work. Reviews and audits subcontractor generated quality records.</li> <li>• Performs First-Article / In-Process Inspection as needed (may include source inspection).</li> <li>• Ensures compliance to HSE requirements applicable for their work scope.</li> <li>• Participates in establishing and implementing a Quality Controls Inspectors certification program.</li> <li>• Participates in qualifying and certifying QC Inspectors at all levels.</li> <li>• Documenting and communicating inspection results in a clear and concise manner.</li> <li>• Understands contract requirements and subcontractor(s) contract requirements.</li> <li>• Provides technical guidance to lower-level Quality Control Inspectors.</li> <li>• Performs other functions associated with this position as appropriate.</li> </ul>	

**SECURITY OFFICER**

<b>Security Officer</b>	
<b>Education Requirement:</b>	Associate's Degree or equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	1+ years' experience performing the duties of a Security Officer
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>• Coordinates, develops, and evaluates security programs for the organization; responsible for overall implementation of security management program</li> </ul>	

- Analyzes and supports requirements of company security program relating to individual contractual customer needs
- Conducts analysis of security policies, procedures, training needs, and processes
- Provides and/or coordinates security training for employees as per specific contract requirements
- Maintains employee security training records and security clearances; ensures most up-to-date information is coordinated with specific customer needs
- Coordinates, develops, and evaluates security programs for the organization
- Processes all employee information and requests regarding access to facilities

### SECURITY SYSTEM INSTALLER

Security System Installer	
<b>Education Requirement:</b>	Associate's degree
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience/ manufacturer specific certification and has WEC managerial approval.
<b>Experience Requirement:</b>	1+ years of electrical installation experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> <li>▪ Installs, maintains, test or repair security systems and related equipment</li> <li>▪ Mounts control panels, sensors, cameras, and runs wiring and other related items</li> <li>▪ Adjust units based on customer requirements and manufacturers recommendations</li> <li>▪ Consults with clients to assess risks</li> <li>▪ Examine systems to locate problems and correct them</li> <li>▪ Stay informed of new products, developments and solutions</li> <li>▪ Refer to manufacturers' specifications that show connections and provide instructions on how to locate problems</li> <li>▪ Reassemble and test equipment after repairs</li> <li>▪ Confer with customers to determine the nature of malfunctions</li> <li>▪ Estimate costs of repairs based on parts and labor requirements</li> </ul>	

### SYSTEMS ENGINEER

Systems Engineer	
<b>Education Requirement:</b>	BS/BA in related discipline, or advanced degree or equivalent combination of degrees
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
<b>Experience Requirement:</b>	4+ years' of engineering experience.
<b>Training/Certification Requirements:</b>	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> <li>• Develops systems design and provides analysis</li> </ul>	



- Coordinates and oversees installation and integration of system
- Leads design development assignments
- Ensures the aspects of the design are in accordance with client requirements
- Presents the strategic benefits of adopting a particular design approach
- Serve as a subject matter expert for design methods and tools
- Advises personnel, clients and external design consultants
- Works to improve system performance to generate savings for the customer
- Specifies system components to ensure conformance with design and performance specifications
- May perform diagnostics and troubleshoots
- Develops procedures for testing and commissioning.

**SECURITY SPECIALIST I**

<b>SECURITY SPECIALIST I</b>	
<b>Education Requirement:</b>	Associates or Equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	2+ years of related work experience
<b>Training/Certification Requirements:</b>	Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>▪ Perform and or manage security services in one or more specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, and assessments).</li> <li>▪ Provide analytical, research and technical support to projects, producing solutions and documentation.</li> <li>▪ Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.</li> <li>▪ Experienced within one or more of the standard U.S. Government security fields</li> <li>▪ Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies.</li> </ul>	

**SECURITY SPECIALIST II**

<b>SECURITY SPECIALIST II</b>	
<b>Education Requirement:</b>	Bachelors or Equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	5+ years of related work experience
<b>Training/Certification Requirements:</b>	Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Position Description	
<ul style="list-style-type: none"> <li>Perform and or manage security services in one or more specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, and assessments).</li> <li>Provide analytical, research and technical support to projects, producing solutions and documentation.</li> <li>Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.</li> <li>Experienced within one or more of the standard U.S. Government security fields</li> <li>Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies.</li> </ul>	

**SECURITY SPECIALIST III**

SECURITY SPECIALIST III	
<b>Education Requirement:</b>	Bachelors or Equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	8+ years of related work experience
<b>Training/Certification Requirements:</b>	Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.
Position Description	
<ul style="list-style-type: none"> <li>Perform and or manage security services in one or more specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, and assessments).</li> <li>Provide analytical, research and technical support to projects, producing solutions and documentation.</li> <li>Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.</li> <li>Experienced within one or more of the standard U.S. Government security fields</li> <li>Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies.</li> </ul>	

**SECURITY SPECIALIST IV**

SECURITY SPECIALIST IV	
<b>Education Requirement:</b>	Bachelors or Equivalent
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	10+ years of related work experience



<b>Training/Certification Requirements:</b>	Requires solid writing and communication skills. Will be subject to a government security investigation and must meet eligibility requirements for access to classified information.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>Perform and or manage security services in one or more specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, and assessments).</li> <li>Provide analytical, research and technical support to projects, producing solutions and documentation.</li> <li>Develop and monitor tasks and schedules. Manage projects and supervise other security specialists.</li> <li>Experienced within one or more of the standard U.S. Government security fields</li> <li>Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies.</li> </ul>	

**TECHNICAL WRITER I**

<b>TECHNICAL WRITER I</b>	
<b>Education Requirement:</b>	4-year degree in Business Administration, English/Journalism, or related field (or equivalent)
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	2+ years of related work experience
<b>Training/Certification Requirements:</b>	Excellent written and oral communication, organizational, and interpersonal skills. Demonstrated proficiency in keyboard skills and a working knowledge of MS Windows and related software including Microsoft Word, Adobe Acrobat, and Adobe InDesign. Accuracy, attention to detail, consistency, and clarity in conformance with required formats and standards. Thorough knowledge of production scheduling and related processes.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>Performs writing and editing tasks required in the preparation of proposals, presentations, reports, technical papers, newsletters, web sites, multimedia resources, marketing collateral, and other materials. Assigns work and provides guidance to lower-level technical writers/editors. Establishes production schedule and expedites various items to ensure that they are completed by the designated due date. Proofreads and/or edits drafts of documents created by others for spelling, grammar, clarity of communication, and consistency in formatting. Resolves production problems within a demanding timeframe.</li> <li>Proofreads and performs the most difficult and/or complex writing and editing functions, including formatting and stylesheet verification, copy editing, rewriting, revising, writing, proofreading, and production planning.</li> </ul>	

- Ensures compliance of all assigned documents with their required presentation, correct use of paragraph headings and numbering, referencing of illustrative and tabular matter, and applicable bibliographic styles.
- Ensures consistency in application of technical abbreviations and acronyms, figure and table callouts and captions, and handling of boilerplate materials.
- Plans, schedules, and coordinates the editing, proofreading, and production workflow of those assigned. Provides both quick-fix and long-term solutions for work-flow problems.
- Provides technical guidance to assigned personnel in completion of assignments. Familiarizes newly hired and temporary personnel with required formats and standards, production methods, and procedures. Reviews completed assignments for conformance with company standards.
- Assists authors/requestors with cost and time estimates, production plans, delivery schedule compliance, and coordination with other technical publications units.
- Assists in developing and implementing standard procedures.
- Establishes and maintains reference library.
- Maintains production and budget statistics.
- Interfaces across GBUs to maintain workload and provide assistance as needed.
- Keeps abreast of current technology and trends through trade journals, outside publications, and seminars.
- Serves as part of a functional team and can work independently to complete assignments according to scheduled deadlines.
- Performs other responsibilities associated with this position, as may be appropriate.

## TECHNICAL WRITER II

TECHNICAL WRITER II	
<b>Education Requirement:</b>	4-year degree in Business Administration, English/Journalism, or related field (or equivalent)
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	5+ years of related work experience, including at least 5 years of experience of proofreading and editing all facets of technical engineering publications, specifications, and proposals from rough draft through print-ready.
<b>Training/Certification Requirements:</b>	Excellent written and oral communication, organizational, and interpersonal skills. Demonstrated proficiency in keyboard skills and a working knowledge of MS Windows and related software including Microsoft Word, Adobe Acrobat, and Adobe InDesign. Accuracy, attention to detail, consistency, and clarity in conformance with required formats and standards. Thorough knowledge of production scheduling and related processes.
Position Description	
<ul style="list-style-type: none"> <li>▪ Performs difficult and/or complex writing and editing tasks required in the preparation of proposals, presentations, reports, technical papers, newsletters, web sites, multimedia resources, marketing collateral, and other materials. Assigns work and provides guidance</li> </ul>	

to lower-level technical writers/editors. Establishes production schedule and expedites various items to ensure that they are completed by the designated due date. Proofreads and/or edits drafts of documents created by others for spelling, grammar, clarity of communication, and consistency in formatting. Resolves production problems within a demanding timeframe.

- Proofreads and performs the most difficult and/or complex writing and editing functions, including formatting and stylesheet verification, copy editing, rewriting, revising, writing, proofreading, and production planning.
- Ensures compliance of all assigned documents with their required presentation, correct use of paragraph headings and numbering, referencing of illustrative and tabular matter, and applicable bibliographic styles.
- Ensures consistency in application of technical abbreviations and acronyms, figure and table callouts and captions, and handling of boilerplate materials.
- Plans, schedules, and coordinates the editing, proofreading, and production workflow of those assigned. Provides both quick-fix and long-term solutions for work-flow problems.
- Provides technical guidance to assigned personnel in completion of assignments. Familiarizes newly hired and temporary personnel with required formats and standards, production methods, and procedures. Reviews completed assignments for conformance with company standards.
- Assists authors/requestors with cost and time estimates, production plans, delivery schedule compliance, and coordination with other technical publications units.
- Assists in developing and implementing standard procedures.
- Establishes and maintains reference library.
- Maintains production and budget statistics.
- Interfaces across GBUs to maintain workload and provide assistance as needed.
- Keeps abreast of current technology and trends through trade journals, outside publications, and seminars.
- Serves as part of a functional team and can work independently to complete assignments according to scheduled deadlines.
- Performs other responsibilities associated with this position, as may be appropriate.

### TECHNICAL WRITER III

TECHNICAL WRITER III	
<b>Education Requirement:</b>	4-year degree in Business Administration, English/Journalism, or related field (or equivalent)
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	8+ years of related work experience, including at least 5 years of experience of proofreading and editing all facets of technical engineering publications, specifications, and proposals from rough draft through print-ready.
<b>Training/Certification Requirements:</b>	Excellent written and oral communication, organizational, and interpersonal skills. Demonstrated proficiency in keyboard skills

	and a working knowledge of MS Windows and related software including Microsoft Word, Adobe Acrobat, and Adobe InDesign. Accuracy, attention to detail, consistency, and clarity in conformance with required formats and standards. Thorough knowledge of production scheduling and related processes. Able to perform in a lead capacity.
Position Description	
<ul style="list-style-type: none"> <li>▪ Performs difficult and/or complex writing and editing tasks required in the preparation of proposals, presentations, reports, technical papers, newsletters, web sites, multimedia resources, marketing collateral, and other materials. Assigns work and provides guidance to lower-level technical writers/editors. Establishes production schedule and expedites various items to ensure that they are completed by the designated due date. Proofreads and/or edits drafts of documents created by others for spelling, grammar, clarity of communication, and consistency in formatting. Resolves production problems within a demanding timeframe.</li> <li>▪ Proofreads and performs the most difficult and/or complex writing and editing functions, including formatting and stylesheet verification, copy editing, rewriting, revising, writing, proofreading, and production planning.</li> <li>▪ Ensures compliance of all assigned documents with their required presentation, correct use of paragraph headings and numbering, referencing of illustrative and tabular matter, and applicable bibliographic styles.</li> <li>▪ Ensures consistency in application of technical abbreviations and acronyms, figure and table callouts and captions, and handling of boilerplate materials.</li> <li>▪ Plans, schedules, and coordinates the editing, proofreading, and production workflow of those assigned. Provides both quick-fix and long-term solutions for work-flow problems.</li> <li>▪ Provides technical guidance to assigned personnel in completion of assignments. Familiarizes newly hired and temporary personnel with required formats and standards, production methods, and procedures. Reviews completed assignments for conformance with company standards.</li> <li>▪ Assists authors/requestors with cost and time estimates, production plans, delivery schedule compliance, and coordination with other technical publications units.</li> <li>▪ Assists in developing and implementing standard procedures.</li> <li>▪ Establishes and maintains reference library.</li> <li>▪ Maintains production and budget statistics.</li> <li>▪ Interfaces across GBUs to maintain workload and provide assistance as needed.</li> <li>▪ Keeps abreast of current technology and trends through trade journals, outside publications, and seminars.</li> <li>▪ Serves as part of a functional team and can work independently to complete assignments according to scheduled deadlines.</li> <li>▪ Performs other responsibilities associated with this position, as may be appropriate.</li> </ul>	

#### TECHNICAL WRITER IV

#### TECHNICAL WRITER IV

<b>Education Requirement:</b>	4-year degree in Business Administration, English/Journalism, or related field (or equivalent)
<b>Substitution:</b>	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
<b>Experience Requirement:</b>	10+ years of related work experience, including at least 5 years of experience of proofreading and editing all facets of technical engineering publications, specifications, and proposals from rough draft through print-ready.
<b>Training/Certification Requirements:</b>	Excellent written and oral communication, organizational, and interpersonal skills. Demonstrated proficiency in keyboard skills and a working knowledge of MS Windows and related software including Microsoft Word, Adobe Acrobat, and Adobe InDesign. Accuracy, attention to detail, consistency, and clarity in conformance with required formats and standards. Thorough knowledge of production scheduling and related processes. Able to perform in a lead capacity.
<b>Position Description</b>	
<ul style="list-style-type: none"> <li>▪ Performs difficult and/or complex writing and editing tasks required in the preparation of proposals, presentations, reports, technical papers, newsletters, web sites, multimedia resources, marketing collateral, and other materials. Assigns work and provides guidance to lower-level technical writers/editors. Establishes production schedule and expedites various items to ensure that they are completed by the designated due date. Proofreads and/or edits drafts of documents created by others for spelling, grammar, clarity of communication, and consistency in formatting. Resolves production problems within a demanding timeframe.</li> <li>▪ Proofreads and performs the most difficult and/or complex writing and editing functions, including formatting and stylesheet verification, copy editing, rewriting, revising, writing, proofreading, and production planning.</li> <li>▪ Ensures compliance of all assigned documents with their required presentation, correct use of paragraph headings and numbering, referencing of illustrative and tabular matter, and applicable bibliographic styles.</li> <li>▪ Ensures consistency in application of technical abbreviations and acronyms, figure and table callouts and captions, and handling of boilerplate materials.</li> <li>▪ Plans, schedules, and coordinates the editing, proofreading, and production workflow of those assigned. Provides both quick-fix and long-term solutions for work-flow problems.</li> <li>▪ Provides technical guidance to assigned personnel in completion of assignments. Familiarizes newly hired and temporary personnel with required formats and standards, production methods, and procedures. Reviews completed assignments for conformance with company standards.</li> <li>▪ Assists authors/requestors with cost and time estimates, production plans, delivery schedule compliance, and coordination with other technical publications units.</li> <li>▪ Assists in developing and implementing standard procedures.</li> <li>▪ Establishes and maintains reference library.</li> <li>▪ Maintains production and budget statistics.</li> <li>▪ Interfaces across GBUs to maintain workload and provide assistance as needed.</li> </ul>	

- Keeps abreast of current technology and trends through trade journals, outside publications, and seminars.
- Serves as part of a functional team and can work independently to complete assignments according to scheduled deadlines.
- Performs other responsibilities associated with this position, as may be appropriate.

**PRICELIST**